

In reply refer to: PSO/PD 1005

STANDARD FORM NO. 64

Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Director for Research and Reports
ATTN : Mr. Mike Corson
FROM : Deputy Chief, Procurement and Supply

DATE: 23 May 1952

SUBJECT: Contract No. [redacted]
Approval of Expenditures for Procurement
of Multilith, Model 80 Duplicator

50X1

50X1

1. The authorization to procure the above equipment as required by Article 4(f)(2) of subject contract will be granted by the Contracting Officer to the Contractor in the near future.

2. However, your attention is directed to the indorsement of the request from the Contractor by the Assistant Director, Intelligence Coordination which provides that approval from a technical basis would be proper, unless this Agency had a machine available for loan purposes.

3. It was, therefore, distressing to the Contracting Officer to learn that the Contractor had procured this equipment on a verbal statement from your office, when this machine could have been purchased by this Agency at a considerable monetary saving.

This was done on verbal authorization from Contracting Officer. No mention was made at that time of a possibility of effecting purchase through CIA

4. While it often becomes necessary to obtain equipment without delay, and it is my understanding that the subject machine was required immediately, it is suggested that the Contractor be notified from a technical view point to plan his requests for special operational equipment in advance of his needs, so that the Contracting Officer may approve the proposed procurement or supply the equipment as the best interest of the Government dictates. Ratification of an act of the Contractor removes the discretion vested in the Contracting Officer by the express terms of the contract and should become necessary only in rare cases.

5. Your assistance in future transactions of this type will be appreciated.

50X1

[redacted]
Contracting Officer

PSO:JRS/di (22 May 52)

Distribution:

1 - [redacted]
1 - Chrono

50X1

SECRET
SECURITY INFORMATION